

# **Southern & Western Wyoming Type 3 IMT Operations Guide 2012**

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### **Standard Operating Procedures:**

1. There will be 3 permanent Type 3 teams formed within the dispatch area. The teams will be dispatched from their respective dispatch centers. They will be on a two week rotation beginning in late-June and ending in late September. If a team is assigned during its rotation period, the next team in rotation does not come up. Requests for additional type 3 teams will be filled from the cadre list or other availability lists in the dispatch centers. During planning level 5, the dispatch centers should contact members on the cadre list to determine availability for a team commitment of one week rotations for a second and third team. These teams will be configured the same as the permanent teams, as available resources permit.
2. In the case of C&GS positions that are identified as shared, a clear decision will be made prior to a team's on-call period which individual will be filling the position for that time. This will be made on the Friday before the on-call period conference call with the ICs, dispatch centers, and FMOs. The ICs for that on-call period will inform the dispatch centers as to the full roster for that period.
3. When using a Type 3 organization or incident command organization, a manager must avoid using them beyond the Type 3 complexity level. Current incident complexity guidelines (such as those in the Red Book) will be utilized to determine incident complexity. Circumstances may exist where a transition to a type 1 or 2 team is necessary and the Type 3 team must manage the incident until the transition can take place.
4. A Type 3 IC or OSC will not serve concurrently as a single resource boss or have any non-incident related collateral duties. The IC will be responsible for command and general staff positions not filled.
5. Trainee assignments will be utilized as much as possible during these local incidents. The IC will determine how many and what positions will have trainees assigned. Other trainee positions will be considered and filled on a case by case basis.
6. An approved Incident Action Plan (IAP) will be developed for operational activities on the incident. As appropriate an IAP may be developed to cover multiple operational periods.
7. An operational briefing will be completed for all incoming resources and before each operational period. Refer to the current Incident Response Pocket Guide for outline.
8. The Incident Commander is responsible to establish a clear chain of command.
9. The IC in conjunction with the Command and General Staff will ensure roles and responsibilities are clearly understood. The IC should delegate and clarify assignments to other team members and personnel. The IC is responsible to ensure that span of control is not exceeded on the incident for all positions.

10. Ordering of operational resources will typically be handled by the IC or Operations, directly through the responsible dispatch center. Based on team configuration the IC will determine who is responsible for ordering supplies and support personnel, typically this will be delegated to Logistics, but may be handled by other functional positions.
11. The IC, Operations and Logistics must work closely to ensure ordering is consolidated and orders placed in a timely fashion. Dispatch needs to notify the team if resource and supply ordering procedures are becoming a burden on the dispatch center operations.
12. The local duty officer should monitor the incident's impacts on the dispatch center operations to consider activating expanded dispatch when necessary. Should expanded dispatch be activated close coordination is necessary between personnel on the incident, dispatch, expanded dispatch, and the local procurement and cache personnel to ensure orders are placed correctly and adequate documentation is available after incident personnel are demobilized.
13. Procedures for ICS-209's and spot weather forecast requests need to be clarified with dispatch in the initial stages of team mobilization. The IMT is responsible for submittal of an ICS-209 daily. Submittal of a 209 update will occur as required by dispatch workload timeframes, taking into account communications capability from personnel on the incident. Ideally spot weather requests will occur early in an operational period.
14. If an incident will require 24 hour staffing a clear definition of who will assume the IC role and other chief and group positions during the night shift needs to be determined. The minimum qualification level of these individuals needs to be determined well in advance of the shift change. Structure of the relief organization for a night shift should fit the complexity anticipated for nighttime management of the incident. The IC will determine this and should discuss possibilities with the appropriate Duty Officer and/or Agency Administrator.
15. The IC and Agency Administrator (or their specified representative) will schedule daily briefings to cover the day's events. These briefings can be in a format mutually agreed to by the IC and Agency Administrator.
16. The IC is granted authority to modify team structure to meet his/her needs as long as agency policy is adhered to.
17. The Plans Section Chief is responsible for preparing the final documentation in accordance with the guidelines given in IMT Instructions for Fire Incident Records Management in Appendix B.

18. The Finance Section Chief is responsible for preparing the final documentation in accordance with the guidelines given in Wyoming Type 3 Finance Package Guidelines in Appendix D.
19. The IC trainee position will be filled according to the priority listing under the position listing in the cadre listing. If the first trainee is unavailable to take the assignment, the second person on the list will be notified to fill the position for that call out period.

## 2012 Type III IMT Rotation

The two-week on-call period runs from 0001 hours MDT on Sunday to 2400 hours MDT on Saturday.

Team	Availability Dates
1	6/24-7/7
2	7/8-21
3	7/22-8/4
1	8/5-18
2	8/19-9/1
3	9/2-15

## IMT Rosters - 2012

Team 1 – June 24- July 7 and August 5-18, 2012

Position	Name	Home Unit
ICT3	Paul Hutta (shared) Mark Randall (shared) Justin Kaber (shared)	WY-BTF WY-BTF WY-BTF
ICT3 (T)	See Cadre listing	
Operations	Dustin Widmer (shared) Ben Renfro (shared)	WY-HHD WY-HHD
Division	Greg Reser Phillip Lockwood Jim Ramierz	WY-HHD WY-HHD WY-BTF
Plans	Wayne Petsch	WY-GTP
Logistics	Tray Hall	WY-BTF
Finance	Carol Harwood	WY-HHD
Safety		
Information		

Team 2 –July 8-21 and August 19 – September 1, 2012

<b>Position</b>	<b>Name</b>	<b>Home Unit</b>
ICT3	Michael Johnston (shared)	WY-BTF
	Mike Spilde (shared)	WY-HDD
ICT3 (T)	See Cadre listing	
Operations	Scott Davis	WY-ALX
Division	Derrick Youngerman	WY-HDD
	Willy Watsabaugh	WY-TEX
	Shane Dodd	WY-BTF
Plans		
Logistics	Steve LaRosa	WY-GTP
Finance	Molly Keating	WY-HDD
Safety		
Information	Shelley Gregory	WY-HDD

Team 3 – July 22- August 4 and September 2-15, 2012

<b>Position</b>	<b>Name</b>	<b>Home Unit</b>
ICT3	Bill Neckels (shared)	WY-BTF
	Steve Markason (shared)	WY-BTF
ICT3 (T)	See Cadre listing	
OPS	Chris Havener	WY-BTF
Division	Cody McFarland	WY-BTF
	Anthony Rojo	WY-BTF
Plans		
Logistics	Dana Stone	WY-WYS
Finance	Gloria Thomas	WY-SUX
Safety	Bill Shields	WY-BTF
Information	Lauren McKeever	WY-HDD

## Delegation of Authority Checklist for Type 3 IC's

The assigned ICT3 shall be formally delegated authority to manage the incident by the respective agency administrator (Forest Supervisor, Field Area Manager, District Ranger, Park Superintendent, County Fire Warden, Refuge Manager, etc.) for which they are working.

Delegations may differ between agencies\* but the following items should be considered in receiving a delegation of authority.

- ☐ Is the incident complexity analysis complete, accurate, and up-to-date, and does it support the assignment of a Type 3 Incident Management Team?
- ☐ Is the selected management strategy clear and have a reasonable chance at success?
- ☐ Are specific geographic bounds given as part of your management strategy?
- ☐ Are the following functions being assumed by the local unit? (i.e. someone is specifically assigned to each of these roles)
  - Resource Advisor,
  - Public Information,
  - Finance/Procurement,
  - Agency Representative
- ☐ Are the limits of your authority clearly stated?
- ☐ Will the Agency Administrator (AA) retain approval for authorization of shifts greater than 16 hours or is that delegated to the IC?
- ☐ Can you place resource orders directly with the local dispatch center?
- ☐ What level of contact is the AA expecting (daily, more or less frequently?) Are there other non-routine events (injuries, evacuations...) that would trigger immediate notification to the AA?
- ☐ Who will be representing the AA at daily planning meetings?
- ☐ What level of documentation does the home unit expect upon IMT demobilization?
- ☐ Are specific turnback standards going to be developed to guide transition back to local unit management?

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\* The Interagency Standards for Fire and Fire Aviation Operations (Red Book) typically includes a sample Delegation of Authority in the appendices.

AIRCRAFT CHECK-IN SHEET

Request Number: A-

PLANS INFORMATION

Aircraft Type: Aircraft Make/Model: Tail #: (e.g., HEL1, LP, AT, AA) (e.g., Bell 212, Lama)

Agency: Check-In Date: Check-In Time: (e.g., NPS, FS, BIA)

Home Unit: Demob City: Demob State: (3-LetterIdentifier) (Final Destination) (Final Destination)

Pilot's Name: Relief Pilot:

Mechanic's Name: Mechanic Truck Lic #:

Fuel Truck Driver's Name: Fuel Truck Lic #:

Were you reassigned directly from another incident? YES NO

If Yes: Original Request #: Name of Incident:

First day of first assignment for calculation of 14-day tour:

PLEASE FILL OUT THE MODULE INFORMATION ON REVERSE SIDE OF THIS FORM

TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training? Date of Last Shift: _____ Checked in by (initials): _____	Yes / No <input type="checkbox"/> Red Card Checked <input type="checkbox"/> T-Card Completed <input type="checkbox"/> Entered into IRSS <input type="checkbox"/> Manifest (filed & attached)
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Request # A-

HELICOPTER TYPE: I II III

Call-When-Needed

Agency:

FINANCE INFORMATION

SEE REVERSE SIDE FOR REQUIRED FINANCE INFORMATION FOR HELICOPTER MODULES.

TO BE COMPLETED BY FINANCE

<input type="checkbox"/> Aircraft/Module Information Received and Complete <input type="checkbox"/> Entered into ITS by (initials): _____
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## HELICOPTER MODULE INFORMATION

Module Name: \_\_\_\_\_  
(e.g., Aircraft Tail # if ordered with A#)

Are the crewmembers attached to the ship, or do they have separate O-Numbers? (Check One)    ☐ Attached (ordered with A#)                      ☐ Ordered as Module (ordered with O#)

HEMG Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

HECM Name: \_\_\_\_\_ O- \_\_\_\_\_

SS# \_\_\_\_\_

Home Unit Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

**Please ensure that all crewmembers with O-numbers have completed the Check-In process individually.**

Request # O-\_\_\_\_\_

## OVERHEAD CHECK-IN SHEET

### Plans Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Agency: COOPERATOR Check-In Date/Time: \_\_\_\_\_ Date/Time Travel Began: \_\_\_\_\_  
(e.g., NPS, FS, BIA)

Home Unit/Name: WY STATE COOPERATOR 5-Letter designator: \_\_\_\_\_

Demob City: \_\_\_\_\_ Demob State: WYOMING  
(Final Destination) (Final Destination)

Method of Travel (circle one) AIR AOV POV BUS PAS

**If AIR:** Jetport/Airport: \_\_\_\_\_ Jetport Code: \_\_\_\_\_  
(3-letter Code, If Known)

**If AOV, POV, BUS:** Vehicle ID: \_\_\_\_\_  
(e.g., Gov't Veh #, License #, etc.)

Vehicle Description: \_\_\_\_\_  
(e.g. Dodge PU, Chevy Sedan)

If rented, where was vehicle rented: \_\_\_\_\_

Who is responsible for rented vehicle: \_\_\_\_\_  
(e.g., (Name, Buying Team, Dispatch Center)

Assigned E#: \_\_\_\_\_

Overhead Position: \_\_\_\_\_

Other Qualifications: \_\_\_\_\_

Were you reassigned directly from another incident? **YES NO**

**If Yes:** Original Request #: \_\_\_\_\_ Name of Incident: \_\_\_\_\_

First day of first assignment for calculation of 14-day tour: \_\_\_\_\_

### Finance Information

Home Unit Address: \_\_\_\_\_

Home Unit Phone #: \_\_\_\_\_

Home Unit Fax #: \_\_\_\_\_

Dispatch Center Name: \_\_\_\_\_

Dispatch Center 24-hr #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone #: \_\_\_\_\_

### AD Employees Only

Social Security Number: \_\_\_\_\_

Is this your first assignment for the calendar year? **YES NO**

Ad Hire Form copy attached? **YES NO**

AD Classification: \_\_\_\_\_ AD Pay Rate: \_\_\_\_\_

Hiring Agency Name: \_\_\_\_\_

Point of Hire: \_\_\_\_\_

Check Mailing Address: \_\_\_\_\_

### To Be Completed by Plans

- ☐ Red Card Checked ☐ Demob Information Supplied  
Checked in by: \_\_\_\_\_ (initials) ☐ Demob Form Printed  
☐ T-Card Completed

**White – Plans**  
**Yellow – Finance**  
**Pink – Grnd Suppt**

### To Be Completed By Finance

- ☐ Employee Information Received and Complete  
☐ Entered into ITS by:

Request # O-\_\_\_\_\_ Incident #: \_\_\_\_\_  
(DRAFT) ICS-211-OH

ID Badge Authorizations (authorized to receive cache/supply items)  
Circle One: **ALL ONLY SUPERVISORS**  
ID Badge Restrictions (circle all that apply): **Laundry Nomex**  
**Commissary Medical Other \_\_\_\_\_ None**

Request # \_\_\_\_\_ Name: \_\_\_\_\_

# ENGINE CHECK-IN SHEET

Request # E- \_\_\_\_\_

Send to Ground Support Before Finance

## Plans Information

Engine Name & Designator: \_\_\_\_\_  
(e.g., PNF 617, Sunshine #2)

☐ Contractor ☐ Cooperator ☐ Agency \_\_\_\_\_  
(e.g., NPS, FS, BIA)

Check-In Date/Time: \_\_\_\_\_ Date/Time Travel Began: \_\_\_\_\_

Leader Name: \_\_\_\_\_ # Personnel: \_\_\_\_\_

Home Unit/Point of Hire: \_\_\_\_\_ 5-letter Designator: \_\_\_\_\_

Demob City: \_\_\_\_\_ Demob State: \_\_\_\_\_  
(Final Destination) (Final Destination)

Engine Type: ☐ Type I ☐ Type II ☐ Type III ☐ Type IV ☐ Type VI ☐ Type VII

Other Qualifications: \_\_\_\_\_  
(e.g., EMT, FALA, HECM, ENGB)

Vehicle Description: \_\_\_\_\_  
(e.g. Dodge 1 Ton, Ford F-250 & specify if 2 WD or 4 WD)

Does your engine have foam capability? YES NO CAFS? YES NO

Do you have a lowboy with your equipment? YES NO E# \_\_\_\_\_

Were you reassigned directly from another incident? YES NO

**If Yes:** Original Request #: \_\_\_\_\_ Name of Incident: \_\_\_\_\_

First day of first assignment for calculation of 14-day tour: \_\_\_\_\_

## Finance Information Cooperator/Contract Engine

☐ Contractor ☐ Cooperator

Contractor/Cooperator Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Engine accessory inventory provided to Finance? Yes NO

## Please List Crew Members:

Name	AD/Fed/Other	Home Unit	Home Unit Phone	Home Unit Fax #	AD only: Soc. Sec. #	AD only: Mailing Address
<b>ENGB:</b> _____						
Dispatch Center 24-Hr Phone #: _____	<b>AD only:</b> Emergency Contact Name: _____		Number: _____			
<b>ENOP:</b> _____						
Dispatch Center 24-Hr Phone #: _____	<b>AD only:</b> Emergency Contact Name: _____		Number: _____			
<b>ENOP:</b> _____						
Dispatch Center 24-Hr Phone #: _____	<b>AD only:</b> Emergency Contact Name: _____		Number: _____			

## To Be Completed by Plans

- ☐ Red Card Checked
- ☐ Demob Information Supplied
- Checked in by: \_\_\_\_\_ (initials)
- ☐ Demob Form Printed
- ☐ T-Card Completed
- ☐ Entered into IRSS
- ☐ Shelter Deployment Training Documentation Checked (Contractors)

**White – Plans**  
**Yellow – Finance**  
**Pink – Grnd Suppt**

## To Be Completed By Finance

- ☐ Employee Information Received and Complete
- ☐ Entered into ITS by: \_\_\_\_\_ (initials)
- ☐ Copy of Contract/Agreement

ID Badge Authorizations (authorized to receive cache/supply items)

Circle One: ALL ONLY SUPERVISORS

ID Badge Restrictions (circle all that apply): Laundry Nomex

Commissary Medical Other \_\_\_\_\_ None

ICS-211-EN

(DRAFT)

Request # E- \_\_\_\_\_

Incident Number: \_\_\_\_\_

## EQUIPMENT CHECK-IN SHEET

**Send to Ground Support Before Finance**

Were you reassigned directly from another incident? **YES** **NO**

**If Yes:** Original Request #: \_\_\_\_\_

Name of Incident: \_\_\_\_\_

First day of first assignment for calculation of 14-day tour: \_\_\_\_\_

**For Water Tenders & equipment with water tanks:** Tank Cap. \_\_\_\_\_ Gal.

**For Sawyers:** Faller Qualifications: Class A ☐ Class B ☐ Class C ☐

If Operator an AD, Assigned O #: \_\_\_\_\_

Cooperator or Contractor Name: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone #: \_\_\_\_\_

Equipment hired with operator?

☐ Yes      ☐ No      Operator's O# \_\_\_\_\_

Copy of agreement or contract received

Pre-inspection completed and attached

## CREW CHECK-IN SHEET

Request Number: C-

### PLANS INFORMATION

Crew Name & Designator: \_\_\_\_\_ Agency: \_\_\_\_\_  
(e.g., Blackfeet 21, Flathead IHC) (e.g., FS, NPS, BIA, BLM)

Check-In Date: \_\_\_\_\_ Check-In Time: \_\_\_\_\_

Home Unit: \_\_\_\_\_ Demob City: \_\_\_\_\_ Demob State: \_\_\_\_\_  
(3-Letter Identifier) (Final Destination) (Final Destination)

Method of Travel (circle one): **AOV** **POV** **AIR** **BUS**

If Air: Jetport/Airport: \_\_\_\_\_ Jetport Code: \_\_\_\_\_  
(3-Letter Code, If Known)

If AOV, POV, or BUS: Vehicle Description: \_\_\_\_\_  
(e.g., Dodge PU, Chevy Sedan)

Vehicle ID: \_\_\_\_\_  
(e.g., Gov't Vehicle #, License #, etc.)

If rented, where was the vehicle rented: \_\_\_\_\_

Who is responsible for rented vehicle (Individual's Name, Buying Team  
Dispatch Center, etc.): \_\_\_\_\_

Were you reassigned directly from another incident? **YES** **NO**

If Yes: Original Request #: \_\_\_\_\_ Name of Incident: \_\_\_\_\_

First day of first assignment for calculation of 14-day tour: \_\_\_\_\_

### TO BE COMPLETED BY PLANS

Have you had entrapment avoidance training?	Yes / No
Date of Last Shift: _____	<input type="checkbox"/> Red Card Checked
Checked in by (initials): _____	<input type="checkbox"/> T-Card Completed
	<input type="checkbox"/> Entered into IRSS
	<input type="checkbox"/> Manifest (filed & attached)

Request # C- \_\_\_\_\_

Crew Type ☐ I ☐ II (Initial Attack) ☐ II (Other)

Agency: \_\_\_\_\_

### FINANCE INFORMATION

Please attach a complete manifest for the crew, including complete names for all crewmembers. If pre-printed FTR's or crew books are not furnished, the following information needs to be provided to Finance for each crewmember.

#### Federal/State Employees

Name  
Social Security Number  
Crew Position  
Home Unit Name  
Home Unit Address  
Home Unit Phone #  
Home Unit Fax #

#### Casual (AD/EFF) Employees

First Assignment for Calendar Year?  
Name  
Social Security Number  
Crew Position  
AD Classification (AD-2, AD-3, etc.)  
AD Rate  
Hiring Unit Name  
Hiring Unit Address  
Hiring Unit Phone #  
Check Mailing Address

### TO BE COMPLETED BY FINANCE

<input type="checkbox"/> Crew Information Received and Complete
<input type="checkbox"/> Entered into ITS by (initials): _____

IMT Instructions for Fire Incident Records Management  
Version 04/06/2010

Incident Management Teams (IMTs) can find complete information and a variety of tools to manage incident records at the N W C G website <http://www.nwcg.gov/policies/records/index.html>. The current version of the Interagency Standards for Fire and Aviation Operations (Redbook) also gives direction on incident records management in Chapter 11-13. A summary of requirements, guidance and tools follows:

**Retention Guidance**

Found under “**Agency Policy and Guidance**” on the N W C G website, this reference sheet shows the documents with permanent retention value that will be transferred to the National Archives by the incident agency. Other documents have Temporary (7 years or less) retention value.

**Incident History File**

Documents with long-term retention value are compiled at the close of the incident into the “Incident History File” (IHF) per the Redbook, Chapter 11.

IMTs will create an IHF to present to the host unit at close of incident.

Planning Section gathers the Permanent records from the various sections/units where generated to assemble the IHF (see Retention Guidance to identify IHF contents).

Permanent maps should be folded flat and boxed with the rest of the IHF.

File the IHF at the front of the first box of records or in a separate box(s) labeled as “Permanent Records, Incident History File” when documentation is handed off to the host unit.

In event of multiple team transitions, incident records should remain at the ICP so the IHF can be assembled by the final IMT and handed off to the host unit at incident closeout.

**Graphic Examples for File Organization**

IMTs can download **Graphic Examples for File Organization** from the IMT tools section on NWCG website.

Use (along with the Master Documentation Index) as a guide for standardizing documentation files to minimize problems for incoming teams and to simplify post-incident use.

Distribute graphics or the Master Documentation Index to each section to help organize records.

**IMT Filing Labels**

Filing labels that mirror the *Master Documentation Index* can be downloaded at the NWCG website. Additional labels can be created by editing the WORD document as needed.

Labels are color coded by functional unit. They can also be printed in black and white.

**Permanent** documents are marked “PERM IHF” for identification when the IHF is assembled.

**Sensitive/confidential** documents are marked “CONFIDENTIAL” and should be handed off to the appropriate unit official at close of incident.

Labels are available in two sizes (other brands compatible with Avery will also work):

- 1/5 cut – Avery #5167/8167 mailing labels 1/2” x 1 3/4”, 80/page in 4 columns. Fits 1 3/4” plastic tab.
- 1/3 cut – Avery # 8366 filing labels 1 1/16” x 3 7/16”, 30/page in 2 columns. Fits 3 1/2” plastic tab

Tips for use and formatting of labels:

- Download from N W C G site to computer file BEFORE printing labels.
- Labels were created as a Word2007 file. Formatting problems may occur if using Word2003.
- Practice first on plain paper. Hold up to light against label stock. If misaligned, try adjusting top and left margins by going to **File, Page Setup, Margins**.
- Inkjet ink runs if labels get wet. If wet conditions are anticipated, print out sets of labels on a laser printer pre-incident.

### **Organizing Documents in the Files**

File documents into standard (non-hanging) file folders and label those file folders.

Place labeled file folders inside labeled hanging files in plastic bins.

Plastic storage bins that accommodate hanging files are recommended for incident records. Stackable bins with a hinged, interlocking lid facilitate transport and storage. These can be reused for other incidents.

DO NOT leave any empty pre-labeled folders in the documentation package when turned over to the host unit. Remove file folders if not used!

### **Master Documentation Index/Box Indexes**

Two types of indexes are available to IMTs on the N W C G website.

The **Master Documentation Index** can be used both to organize records on the incident and as the final index. When a document is present, check it off. The box # identifies the location of a record when there are multiple boxes. Place it in the front of Box #1. The index is formatted as a 2-column table in WORD. Edit as necessary by deleting documents that don’t exist and substituting those needed. Additional rows can be added by right clicking, but adjustments to format may then be needed.

The **Box Indexes** are intended to be printed on card stock and placed inside front of each plastic bin so the contents of each box can be easily seen. A *Box Index* was created for the IHF and each functional section. Contents can be checked off when present. Indexes can be edited in WORD format as needed.

### **Records Retention Kit / Kit Supply Ordering Guide**

Pre-assembled Records Retention Kits are available from the fire cache (NFES #2990). See **Kit, Records Retention** in the NFES catalog for a description.

In addition, the **Records Retention Kit Supply Ordering Guide** (available of the N W C G website) can be used to assemble a local pre-incident records retention kit or to acquire additional supplies through Supply or Procurement on an incident.

## **Financial and Confidential Records**

Except for the **Final Statement of Costs**, don't mix Finance Section (Fiscal) records with other records. Finance Section records have a different retention period, and the host unit will need to transfer separately to the Federal Records Center.

Sensitive/confidential records covered by the Privacy Act **must be protected**. Social Security Numbers, Tax Identification Numbers, personal information such as personal phone numbers/addresses cannot be left in the documentation package. Hand off to the appropriate agency official at the host unit.

Original **Patient Evaluation (PE)** forms should be given to employee with instructions that it be given to their employer. The PE c o p y retained by the Medical Unit **MUST** be protected for duration of incident. Post-Incident, additional copies of PE should be destroyed by Medical Unit or the incident agency. **Do NOT leave in incident documentation package.**



## Type 3 Incident Start Up Supply Pre-Order

NFES #	Quantity	Description		
		Delegation of Authority		
		WFSA/WFIP/WFDDS		
		Quad Maps of fire area		
		Ice		
		Porta Potties		
		Assorted Fruit		
		Hot Dinners, Cold Breakfast, Lunches		
		Fuel		
		Pump Kit A Trailer (see inventory list)		
		Pump Kit B Trailer (see inventory list)		
		Cache Trailer (see inventory list)		
		Pump Trailer (see inventory list)		
		Communication Trailer (County Emergency Management)		
		Helibase Start Up Kit		
		Forms (see forms kit list)		

**Pump and Hose Kits – Order kit(s) instead of by quantities of hose, fittings, etc. to be updated when area pump/hose vans come on-line**

### PUMP KIT A

I MARK 3 PUMP/KIT
15 GALLONS UNLEADED
1 GALLON 2 CYCLE

3000 X 1.5 HOSE
1500 X 1.0 HOSE
1000 X 3/4 HOSE

15 X 1.5 GATED Y's
8 X 1.0 GATED Y's
10 X 3/4 GATED Y's

15 X 1.0 NOZZLES
10 X 3/4 NOZZLES

15 X 1.5-1.0 REDUCERS
10 X 1.0-3/4 REDUCERS

### PUMP KIT B

2000 X 1.5 HOSE
1000 X 1.0 HOSE
1000 X 3/4 HOSE

10 X 1.5 GATED Y's
5 X 1.0 GATED Y's
10 X 3/4 GATED Y's

10 X 1.0 NOZZLES
10 X 3/4 NOZZLES

10 X 1.5-1.0 REDUCERS
5 X 1.0-3/4 REDUCERS

### **Type III Incident Cache Trailer Inventory**

Based on a 100 Person Sized Incident

(Capitalized item indicates NWCG catalog description)

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
BAG, garbage, 30 GL, (125/BX)	0021	BX	2
BAG, sleeping, cloth, washable, 3# fill	0022	EA	5
BASIN, wash	0027	EA	12
BATTERY, size AA	0030	PG	24
BATTERY, size D, 12/PG 6PG/BX	0033	BX	3
Bear Box, aluminum, breakdown		EA	1
Bear Spray (Stored Safely)		EA	4
BELT WEATHER KIT	1050	KT	2
BLEACH		GL	
Blivet, (BAG, slingable, water, 55 GL)	0437	EA	3
BOARD, HELIBASE DISPLAY (2 pieces)	0410	SE	1
Broom (Periodic sweeping is recommended)		EA	1
CANTEEN , 1QT, w/o cover	0037	EA	24
CATALOG, NFES, Parts 1 & 2	0362	EA	1
CHAIR, folding metal	2047	EA	6
Chapstick w/ SPF		EA	18
CHEST, ice 48 QT	0557	EA	4
Chest, ice, blue, large (holds app. 700 lb)		EA	1
Chinstrap for hardhat, (STRAP, chin)	0495	EA	6
Chock, tire, with bracket for storage		EA	2
Clamshell, (HOLDER, radio, battery)	1034	EA	4
Cloning Cable, ("Smart Cable") for King Radio		EA	1
COFFEE HEATING KIT (Propane is below)0480		KT	1
Cord, extension, large		EA	2
Cord, extension, small		EA	5
COT, folding, 3 ½' x 6 ½'	0053	EA	2
CRASH RESCUE KIT	1040	KT	2
CREW TIME REPORT(SF-261)	0891	BK	4
Cubie, (CONTAINER, 5 GL) w/ water	0048	EA	26
Detergent, bottled dish		BT	2
DINING PACKET..... see "Plasticware"			
Dish Scrubbing Pad		EA	2
EARPLUG	1027	PR	24
EASEL .....see "Flip Chart"			
EVACUATION, S.K.E.D. KIT	0650	KT	1
EXTINGUISHER, fire, 20 lb	1067	EA	2
FILE, mill, 10", bastard	0060	EA	12
FIRELINE HANDBOOK, PMS 410-1	0065	EA	1
FIRST AID KIT, 100 Person	1760	KT	1
FIRST AID KIT, 10-25 Person Belt Type	1143	KT	1
FLAGGING, perimeter (circus), 100'	0534	RO	2

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
Flagging, (RIBBON, "Killer Tree")	6066	RO	12
Flagging, (RIBBON, "Spot Fire")	6067	RO	12
Flagging, (RIBBON, orange fluorescent)	2398	RO	12
Flagging, (RIBBON, pink fluorescent)	2401	RO	12
Flagging, (RIBBON, striped, red & white)		RO	12
Flatware .....see "Plasticware"			
Flip Chart w/ stand, (EASEL) display	3161	EA	1
FLY, tent, 16'x 24'	0070	EA	3
Fuel for generator		GL	5
FUNNEL, 1 QT, w/ strainer	0564	EA	1
Garbage Can, (CAN, metal, 32 GL)	1343	EA	2
Gatorade		CS	4
GENERAL MESSAGE FORM, ICS213	1336	PG	2
Generator, Honda (Holds 3 Gallons of Gas)		EA	1
GLOVE, leather, small	1294	PR	2
GLOVE, leather, medium	1295	PR	2
GLOVE, leather, large	1296	PR	2
GLOVE, leather, X-large	1297	PR	2
Gloves, latex serving, (100/BX)		BX	1
GOGGLE, UVEX, clear	0318	PR	10
HAMMER, 6-8 lb. sledge	1858	EA	1
Hardhat, (HELMET, safety)	0109	EA	2
HEADLAMP	0713	EA	4
HELICOPTER SUPPORT KIT	0520	KT	1
Hitch, trailer, drop down, 2 5/16" Ball		EA	1
Hot Chocolate packets		BX	4
Ibuprofen		BT	1
IRPG (Incident Response Pocket Guide)	1077	EA	2
Juice, canned		CN	40
LANTERN, camp, electric, fluorescent	2501	EA	2
LATH, wood		EA	8
LEAD LINE, 12', 3000 lb capacity	0528	EA	2
LID REMOVER, pail	0673	EA	2
Light Bulb, rough service, 100 watt		EA	4
<b>Light Bulb, wedge base , 18w, 12 volt, (921)</b>		<b>EA</b>	<b>2</b>
<b>Light Bulb, fluorescent, 48" T8(skinny ones) (F32T8)</b>		<b>EA</b>	<b>4</b>
LIGHTING KIT, STRING	6054	KT	1
LIGHTSTICK, chemical green , 12 hours	3009	BX	1
Maps of B-T and vicinity		EA	2
M.R.E., (FOOD, MEALS, mre)	1842	BX	16
NET, cargo, 12'x 12", 3000 lb	0531	EA	2
Nomex Pant, (JEANS, 28-32"x 30")	2801	PR	1
Nomex Pant, (JEANS, 28-32"x 34")	2701	PR	1
Nomex Pant, (JEANS, 30-34"x 30")	2802	PR	1
Nomex Pant, (JEANS, 30-34"x 34")	2702	PR	1
Nomex Pant, (JEANS, 32-36"x 30")	2803	PR	1

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
Nomex Pant, (JEANS, 32-36"x 34")	2703	PR	1
Nomex Pant, (JEANS, 34-38"x 30")	2804	PR	1
Nomex Pant, (JEANS, 34-38"x 34")	2704	PR	1
Nomex Pant, (JEANS, 36-40"x 30")	2805	PR	1
Nomex Pant, (JEANS, 36-40"x 34")	2705	PR	1
Nomex Pant, (JEANS, 38-42"x 30")	2806	PR	1
Nomex Pant, (JEANS, 38-42"x 34")	2706	PR	1
Nomex Pant, (JEANS, 40-44"x 34")	2707	PR	1
Nomex Shirt, (SHIRT, fire, small)	0577	EA	1
Nomex Shirt, (SHIRT, fire, medium)	0578	EA	2
Nomex Shirt, (SHIRT, fire, large)	0579	EA	2
Nomex Shirt, (SHIRT, fire, X-large)	0580	EA	2
Nomex Shirt, (SHIRT, fire, XX-large)	0570	EA	2
OFFICE SUPPLIES, INCIDENT BASE	0760	KT	1
OIL, 2 cycle	0341	QT	12
OIL, bar & chain, 1 QT (.9L)	1869	QT	12
P-Cord, (CORD, nylon shroud)	0533	SL	1
Padlock, combination, for trailer doors		EA	2
PACK, field, yellow, firefighter, complete	1372	EA	1
Paper, printer		RM	3
PAPER, toilet (96/RO/BX)	0146	EA	24
PEN, ballpoint	0447	EA	12
PENCIL, wooden #2	1002	EA	12
Plasticware (DINING PACKET, 200/BX)	0935	EA	200
Plywood, 4'x 8'		EA	1
POLE, ridge, 16'	0089	EA	2
POLE, upright, adjustable	0083	EA	12
POST, fence, lightweight	0609	EA	4
Post Pounder (DRIVER, fence post)	0587	EA	1
Power Strip		EA	3
Printer, portable, for laptops		EA	1
Propane (Part of Coffee Kit, but doesn't fit in Kit Box)		EA	1
PULASKI, 10/BX	0146	EA	10
Red Book.....See "STANDARDS, for Fire & Fire Aviation Ops"			
Repellent, insect (spray)		CN	4
ROPE, guy, 25' x 1/4", manilla w/ dowels	1043	EA	10
Sandwich Board, wooden, 4'x 4' face, w/ legs		EA	2
Serving Utensils		SE	2
SHELTER, fire, M2002, w/case & liner	0925	EA	2
SHOVEL	0171	EA	10
Shift Ticket (EMERG. EQUIP. S.T.)	0872	PD	10
Sign, (PLACARD, FLAMMABLE 3?)	0374	EA	1
SIGN KIT, INCIDENT BASE	1031	KT	1
Soap, liquid hand		EA	5
SPOUT, gas, flexible, 16", steel	0210	EA	1
STAKE, tent, metal	0825	EA	20

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
STANDARDS, for Fire & Fire Aviation Ops	2724	EA	1
STAPLER, heavy duty (for structure wrap)	2490	EA	1
STAPLES		BX	6
Step, RV type platform, black, folding legs		EA	1
Sunscreen, High SPF		EA	6
SWIVEL, cargo, 3000 lb capacity	0526	EA	2
TABLE, folding, serving / washing station	2698	EA	4
Tag, (shipping), blank	0216	EA	20
TAPE, duct	0071	RO	6
TAPE, filament	0222	RO	10
TENT, wall, 14'x 16'(w/ 1-#0089/2-#0083)	0084	EA	1
<b>Tool Box, (Yellow - 26"):</b>			
Adaptor, RV type electrical, 30 amp F-1 amp M		EA	1
Breaker Bar, 24" (w/ socket below welded to it)		EA	1
Bungee, 41"		EA	2
Drill, cordless		EA	1
Screws (1 1/4 inch grabber screws)		BX	1
FLASHLIGHT, 2 cell (D battery)	0069	EA	2
Hammer		EA	1
Nails (Assorted lengths)		EA	
Light Bulb, rough service, 100 watt		EA	4
Light Bulb,8w,12 volt,(921) (small light in back)		EA	2
Pin, 1/4" trailer tongue pin		EA	1
Socket, deep well, 6 point,13/16"		EA	1
Spike, (for securing awning legs)		EA	1
Tape, Duct		RO	1
Tape Measure		EA	1
Wrench,open end/box, 9/16",for generator mount		EA	1
TOWEL, paper, two ply, roll	0240	RO	12
Utensils .....see "DINING PACKET"			
VEHICLE/HEAVY EQUIPMENT SAFETY INSPECT CHECKLIST, OF-296, (Booklet of 50)	1173	BK	1
Visitor Briefing Packets		PK	
Visqueen, (SHEETING, plastic, clear)	0143	RO	1
Water, bottled		CS	10
Water Jug,(JUG, insulated, 5 GL, w/ spigot)	0943	EA	2
Wrap, stretch, 2"-5", disposable	0315	RO	1
Wrap, structure		RO	4

### **Pump Trailer Inventory**

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
BATTERY, alkaline, size D, 1.5 volt	0033	EA	24
Broom (Periodic sweeping is recommended)		EA	1
Bladder bag (PUMP, backpack, outfit)	1149	EA	8
Chain, chainsaw ,33RSF-84D,full chisel full skip		Loop	4
Chain, chainsaw, 33RSF-91D,full chisel,full skip		Loop	4
Chock, tire, with bracket for storage		EA	2
CLAMP, hose shut off, 1"-1 1/2" hoses, 10" long	0046	EA	4
CLOTH, OIL SORBENT	0251	EA	10
CORD, nylon shroud (P-Cord)	0533	SL	1
COUPLING, double female, 1" NPSH	0710	EA	12
COUPLING, double female, 1 1/2" NH-F	0857	EA	15
COUPLING, double male 1 1/2" NH-M (9TPI)	0856	EA	15
EXTINGUISHER, fire, 2 LB	1067	EA	1
FIRST AIT KIT, TYPE III, 24-PERSON	1604	KT	1
Float Pump		EA	1
FOAM,concentrate, 5 GL (18.9L)/pail		PL	2
FUEL LINE ASSEMBLY	0113	EA	8
FUNNEL, 1 QT (.9L), w/strainer	0564	EA	6
GASKET, garden hose, 3/4"	0721	EA	10
GASKET, hose, 1 1/2"	0254	EA	50
Gasket set, 3 - 1" (0743) and 3 - 1 1/2" (0254)		SE	6
Hitch, trailer, drop down, 2 5/16" Ball		EA	1
HOSE, garden, synthetic, 3/4"x 50'	1016	LG	120
HOSE, synthetic, lined, 1"x 100'	1238	LG	60
HOSE, synthetic, lined, 1 1/2"x 100'	1239	LG	90
Ladder, extension, aluminum		EA	1
LID REMOVER, pail	0673	EA	2
MOP-UP KIT, LATERAL LINE, 3-WAND	0772	KT	6
NOZZLE, garden hose, 3/4"NH, adjustable, brass	0136	EA	40
NOZZLE, plastic, 35 GPM, 1" NPSH-F	0138	EA	45
NOZZLE, plastic, 60 GPM, 1 1/2" NH-F	0137	EA	20
OIL, bar & chain	1869	QT	12
OIL, 2 cycle, 12/BX	0341	QT	36
PLUG, spark, 14mm	0599	EA	10
PLUG, Spark, Pump, 18mm	0751	EA	10
PUMP KIT, LIGHTWEIGHT 25-45 GPM (Honda)	0670	KT	1
PUMP KIT, MARK III, SN-	0870	KT	1
PUMP KIT, MARK III, SN-	0870	KT	1
PUMP KIT, MARK III, SN-	0870	KT	1
PUMP KIT, MARK III, SN-	0870	KT	1
Fungicide for washing helicopter buckets		GL	1
Rag		EA	8
REDUCER, 1" NPSH-F to 3/4" NH-M	0733	EA	35
REDUCER, 1 1/2" NH-F to 1" NPSH-M	0010	EA	45

<u>Description</u>	<u>NFES#</u>	<u>Unit</u>	<u>Quantity</u>
REDUCER, 2" NPSH-F to 1 1/2" NH-M	0417	EA	8
REDUCER, 2 1/2" NPSH-F to 1 1/2" NH-M	2229	EA	4
SPOUT, gas, flexible, 16", steel	0210	EA	2
SPRINKLER KIT	0920	EA	4
Tag, blank, tie on		EA	40
TANK, collapsible, 1000 GL, (pumpkin)	0588	EA	1
TANK, folding, 1000 GL, w/ frame	0661	EA	1
TANK, folding, 1500 GL, w/ frame	0664	EA	1
TANK, gasoline, 5 GL, pump adapted	0218	EA	8
TAPE, filament, 1"x 60 YD (fiber tape)	0222	EA	10
TEE, hose line, w/cap and chain, 1"x 1"x 1"	2240	EA	12
TEE, hose line, w/cap, 1 1/2"x 1 1/2"x 1"	0731	EA	12
<b>Tool Box (Yellow):</b>		<b>EA</b>	<b>1</b>
Adaptor, RV type electrical, 30 amp F-1 amp M		EA	1
Breaker Bar, 24" (w/ socket below welded to it)		EA	1
Drill, cordless		EA	1
FLASHLIGHT, 2 cell (D battery)	0069	EA	1
Hammer, claw	0321	EA	1
Light Bulb, rough service, 100 watt		EA	4
Light Bulb, 8w, 12 volt, (921) (small light in back)		EA	2
Pin, 1/4" trailer tongue pin		EA	1
Socket, deep well, 6 point, 13/16"		EA	1
Spike, (for securing awning legs)		EA	4
Tape Measure		EA	1
Wrench, open end/box, 9/16", for generator mount		EA	1
VALVE, shut off, ball 3/4" NH	0738	EA	16
VALVE, shut off, 1" NPSH	1201	EA	20
VALVE, shut off, 1 1/2" NH	1207	EA	6
VALVE, wye, gated, 3/4" x 3/4" x 3/4"	0272	EA	50
VALVE, wye, gated, 1" x 1" x 1"	0259	EA	33
VALVE, wye, gated, 1 1/2" x 1 1/2" x 1 1/2"	0231	EA	45
WRENCH, spanner, 5", 1" to 1 1/2" hose size	0234	EA	10
WRENCH, spanner, 11", 1 1/2" to 2 1/2" hose size	0235	EA	8
WYE, plain, 3/4" x 3/4" x 3/4"	0739	EA	8

**Helibase Working Equipment Order  
(Type II/III Incident Start Up)**

For three helicopters:

<u>QTY</u>	<u>ITEM</u>	<u>NFES</u>
1	Helicopter Support Kits	0520
2	Crash Rescue Kit	1040
2	Fire Extinguishers	0307
1	Helibase Display Board	0410
1	Evacuation S.K.E.D Kit	0650
1	Office Supply Kit	0760
2	Table, Folding, 30"x72"	2698
5	Chair, Metal Folding	2047
2	Can, Garbage	1343
1	Bag, Garbage Liner	0021
3	Ice Chest	0557
5	Case Drinking Water	
5	Case Juice/Gatorade	
2	Port-o-Johns	



### SAMPLE/TYPE 3 FORMS KIT

NFES #	DESCRIPTION / UNIT OF ISSUE / QTY		
000362	<b>CATALOG,</b> NFES Part 1 and 2, (2004)	BK	1 NWCG
000403	<b>FORM, CA-1,</b> Employees Notice of Injury & Claim for Cont of	SE	5
000420	<b>FORM, OF-304,</b> Emergency Equipment Fuel and Oil Issue, (7/90)	PD	2
000775	<b>CALENDAR,</b> 11 5/8"	EA	1 8 7/8" x
000866	<b>FORM, OF-288,</b> Emergency Firefighter Time Report, (3/83)	PG	1
000872	<b>FORM, OF-297,</b> Emergency Equipment Shift Ticket, (7/90)	PD	5
000891	<b>FORM, SF-261,</b> Time Report, (5/78)	BK	5 Crew
001333	<b>FORM, ICS-209,</b> ROM, Incident Status Summary, (6/03)	EA	1 CD-
001336	<b>FORM, ICS-213,</b> Message, (1/79)	PG	1 General
001352	<b>SORTER,</b> "T"	EA	2 card,
001470	<b>FORM, ICS260-1,</b> Order, 4-part set (7/87)	PG	1 Resource
001471	<b>FORM, ICS-260-2,</b> Order, Cont, 4-part set (7/87)	PG	1 Resource
002160	<b>HANDBOOK, PMS902-1</b> Incident Business Mgmt (2004) binder w/all	EA	1 I/A
7000	<b>FORM</b>	EA	
7001	1 Instruction or Inventory for Kits		
007008	<b>FORM,</b> notice of injury & claims, state	EA	5 IC-1,
007010	<b>GUIDE,</b> cache user's	EA	1 fire
007022	<b>BOX,</b> shipping, 16"x16"x16"	EA	1
007139	<b>FORM,</b> serv.org.rate book "pink book"	EA	1 fire
101350	<b>FORM,</b> CARD EQUIP/TASK FORCES ICS 219-	EA	10 STATUS
101353	<b>FORM,</b> DEMOBILIZATION, CHECKOUT	EA	10
101472	<b>FORM,</b> INTERAGENCY INCIDENT WAYBILL	EA	20 OF-316,
101473	<b>FORM,</b> INTERAGENCY INCIDENT WAYBILL, CONT.	EA	20 OF-316-A,

101576	<b>FORM,</b> PERSONNEL RATING, ICS-225, 3-PART SE	EA	10 INCIDENT
101577	<b>FORM,</b> PERFORMANCE RATING, ICS-224, 3 PART SE	EA	10 CREW
100862	<b>FORM,</b> EMERGENCY EQUIPMENT RENTAL AGREEMENT,OF-294	EA	10
100863	<b>FORM,</b> EMERGENCY EQUIPMENT USE INVOICE, OF-286	EA	20
101286	<b>FORM,</b> INCIDENT REPLACEMENT REQUISITION, CONT	EA	20 OF-315A,
101300	<b>FORM,</b> INCIDENT REPLACEMENT REQUISITION	EA	20 OF-315,
101325	<b>FORM,</b> INCIDENT BRIEFIN, ICS-201	EA	10
101326	<b>FORM,</b> OBJECTIVES	EA	10 INCIDENT
101330	<b>FORM,</b> RADIO COMM. PLAN ICS-205	EA	10 INCIDENT
101333	<b>FORM,</b> STATUS SUMMARY ICS-209	EA	10 INCIDENT
101335	<b>FORM,</b> LIST, ICS-211(1/99)	EA	10 CHECK-IN
101337	<b>FORM,</b> LOG, ICS-214 (5/80)	EA	10 UNIT
101338	<b>FORM,</b> OPERATIONAL PLANNING WORKSHEET	EA	10
101340	<b>FORM,</b> FREQUENCY ASSIGNMENT	EA	10 RADIO
101342	<b>FORM,</b> STATUS CARD, LABEL, ICS-219-2	EA	10 RESOURCE
101344	<b>FORM,</b> STATUS CARD, CREW ICS 219-2	EA	10 RESOURCE
101345	<b>FORM,</b> STATUS CARD, ENGINES ICS-219-3	EA	10 RESOURCE
101346	<b>FORM,</b> CARD STATUS, HELICOPTER ICS-219-4	EA	10 RESOURCE
101347	<b>FORM,</b> STATUS CARD, PERSONNEL ICS-219-5	EA	10 RESOURCE
101348	<b>FORM,</b> STATUS CARD, AIRCRAFT ICS 219-6	EA	10 RESOURCE
101349	<b>FORM,</b> STATUS CARD, DOZERS, ICS 219-7 <b>BOOK,</b> 1 PHONE (LOCAL)	EA  EA	10 RESOURCE

## Appendix D: Finance Toolbox

### Wyoming Type 3 Finance Package Guidelines

These guidelines may be used by the incident agency to identify the Type 3 Finance requirements for the IFP (Incident Finance Package) and may be amended to meet agency-specific requirements.

#### TIME UNIT DOCUMENTS

Emergency Firefighter Time Reports, OF-288. Attach Crew Time Report, (CTR) SF-261 to the OF-288 it belongs with. Provide written documentation on outstanding items, unresolved issues, and problems.

A. Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name. Provide a copy of crew agreement if applicable.

B. Regular Government Employees and Cooperators:

(1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.

(2) Single Resource:

Alphabetize file copies and label appropriately.

#### COMPENSATION FOR INJURY DOCUMENTS

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information.

Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.

2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept.

A. Submit original Injury/Illness Log.

B. Destroy temporary copies of claim documentation

#### CLAIMS INCIDENT DOCUMENTS

1. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.

2. Claim Documents.

A. Submit original Claims Log.

B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File

Envelope. Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.

C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures, statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

## PROCUREMENT EQUIPMENT DOCUMENTS

1. Equipment Files - **Utilize the Emergency Equipment Rental-Use Envelope, OF-305**; file alphabetically into two groups: Ready for payment and follow-up required. ***CLEARLY identify follow-up needed and any payments that need to be made by paying agency.*** Individual Emergency Equipment Rental-Use envelopes shall include:
  - A. Emergency Equipment Rental Agreement, OF-294.
  - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspection), O-296.
  - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
  - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
  - E. Emergency Equipment Fuel and Oil Issues, OF-304.
  - F. Resource Order Number.
  - G. Emergency Firefighter Time Forms, OF-288, as necessary.
  - H. Any completed Check In Forms.
  - H. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
  - I. Documentation of existing or potential contract claims.
  - J. Follow-up required.

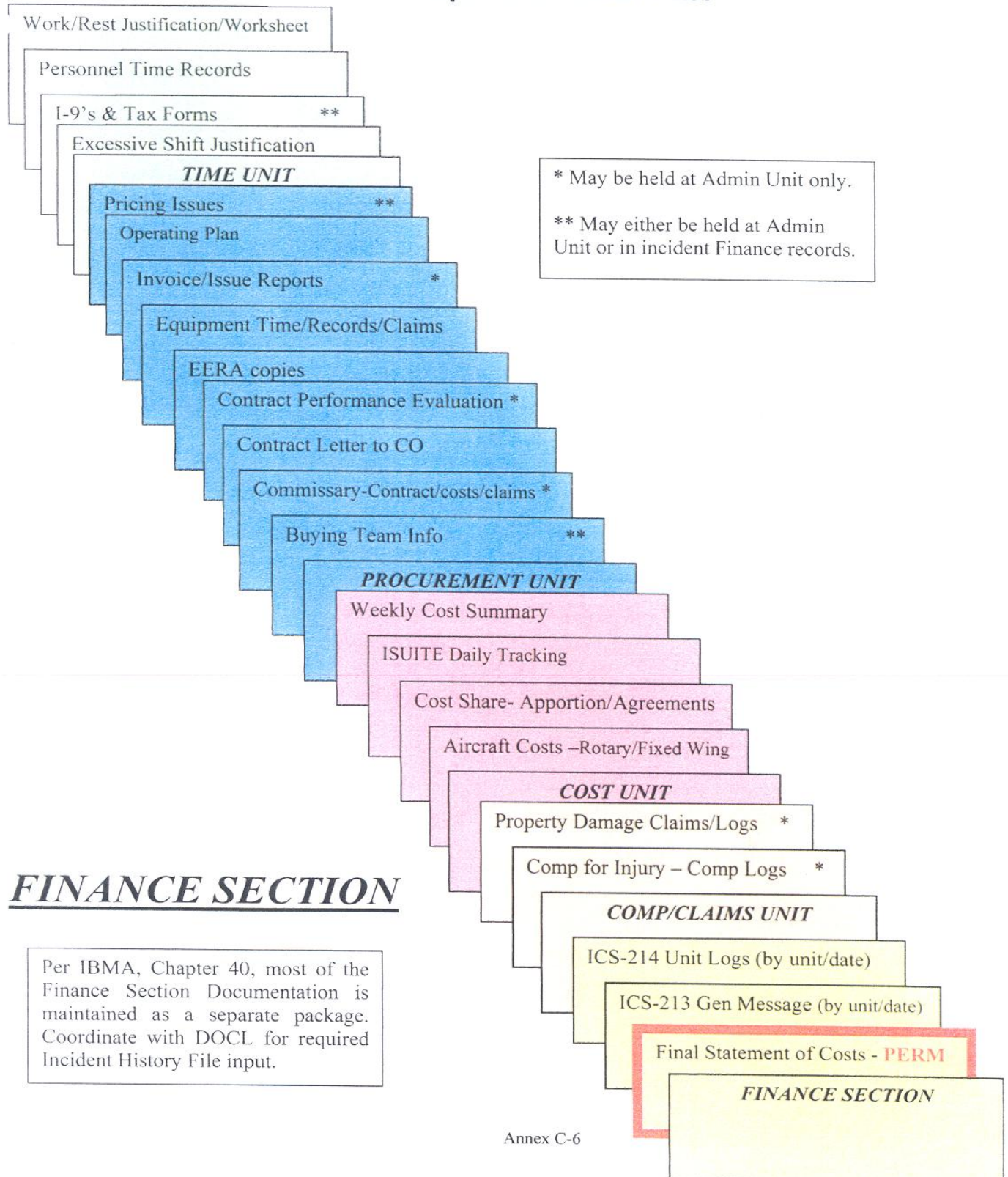
Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the IFP.

2. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
  - A. Original agreement.
  - B. Pre-use and final inspection.
  - C. Release from Liability, if applicable.
  - D. Pictures, statements, etc.
  - E. Identify follow-up needed and provide recommendation for resolution.
3. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

## COST UNIT DOCUMENTATION

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc..
3. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
4. Provide originals of cost analysis/projections and cost savings measures.
5. Include copies of accrual reports submitted to the incident agency, if applicable.
6. Include any other documentation including computer-generated reports, graphs, and printouts.
7. Provide copies of cost share agreements.

## Wildland Fire Incident Records Paper Document Files



**Insert Name of IMT**  
**ICP Safety Plan**  
**Insert Name of Fire**

We want all personnel on this incident to have a safe and enjoyable assignment. As an Incident Management Team (IMT), we have a few basic safety rules that are standard for everyone's safety and wellness.

**Safety is our #1 Goal for all incident activities!!! Please report unsafe situations to any Team member as soon as possible. Please take the time to correct unsafe situations that you find! If unsafe situations are not corrected, please contact the Safety Officer or IC.**

**EMPLOYEE SAFETY/WELFARE & SECURITY**

This plan addresses basic **employee safety, security, and welfare, Stay in Place, and Evacuation** protocols applicable to a typical ICP/Base Camp environment, that are applicable to most fire or all risk incidents. The Command and General Staff (C&GS) will determine when and if the Stay in Place or Evacuation procedures (outlined below) should be implemented. Agency specific protocol is located in the Red Book page 07-14, and will serve as a reference for evacuation and stay in place procedures planning.

The Medical Unit Leader (MEDL) will be designated as the "Lead" for handling medical emergencies at ICP.

**Personal Protective Equipment (PPE)**, commensurate with the task, will be worn when performing duties around camp. This includes tasks associated with vehicles, mechanized equipment, tool use, for sharpening, loading and unloading trucks, and handling of fuel and fuel containers. PPE includes: 8" boots, hard hats, long sleeve shirt, approved safety glasses or goggles, and gloves, as required by the task to be completed.

For safety reasons, **no swimming** is allowed in rivers, lakes, or hot springs.

Smoking within the ICP is allowed only in designated smoking areas. No smoking is allowed in the sleeping areas, food unit, and shower area.

**INSERT NAME OF IMT** does not have a "Closed Camp" policy. **However**, we request that you represent the firefighters of this incident with honor, dignity, and professionalism while assigned to the incident, both when **ON DUTY** and **AFTER HOURS**. This includes the main ICP, all spike camps, and surrounding communities. Inappropriate behavior will not be tolerated.

ICP Situational Awareness: 10 mph speed limit in, and around ICP. Traffic may be designated "One Way" in various areas of the ICP—watch for road signs. Please park in designated areas, and not on the roads in the sleeping area. A mix of personnel, tents, and vehicles in sleeping areas is a deadly combination.

To promote personal hygiene, and the well being of personnel assigned to the incident, all persons must wash their hands before entering the meal lines, and after using the restroom facilities.

Refrain from keeping food, candy, and other sweets in tents/sleeping areas. Bears and small disease bearing mammals can be attracted to these items.

## **WORK ENVIRONMENT/HUMAN RELATIONS**

No illegal drugs or alcohol are permitted on this incident. Violators will be sent home immediately, and a letter will be sent to the home unit supervisor. This “**ZERO TOLERANCE POLICY**” is mandated by this Incident Management Team (IMT) and our host agency.

**Horseplay** is rough and rowdy play that does not contribute effectively to a productive and safe work or R&R environment. Horseplay can often lead to inappropriate behavior such as fighting or harassment. Employees engaged in horseplay that results in inappropriate behavior risk demob at the earliest opportunity with documentation of the behavior sent to the home unit.

## **ENVIRONMENTAL HAZARDS**

The Safety Officer (SOF) in conjunction with the (C&GS) will develop a system sufficient to address the safety issues associated with the **INSERT NAME OF FIRE**. The following hazards and risks, associated with wildland fire, were identified during the Agency Administrator briefing and Team transition as significant local hazard potentials: **LIST HAZARDS BELOW—THE ONES NOW LISTED ARE EXAMPLES ONLY.**

- Extreme Fire Behavior, due to dry fuels, high temperatures, and low RH's
- Dehydration, and other heat related illness
- Mine Sites and HAZMAT
- Steep rocky terrain
- Driving on all highways and narrow dusty secondary roads within and surrounding the fire
- Public, commerce, and recreational users on Hwy 22, 89, etc.
- Long travel times to fireline, remote camps, and small communities
- Hazard trees
- Snakes and biting insects
- Livestock, including cattle on rangelands, horses, etc.
- Bears in and surrounding the fire area

## **ICP HAZARDS** (REVISE LIST AS NEEDED)

- Extreme Temperatures
- Windy, Blowing Dust Conditions
- Disease transmission
- Trip/falls
- Wildlife
- Congestion—people and vehicles
- Unsanitary conditions

## **FIRE CAMP LOCATION**

ICP/ Base Camp is located at **INSERT LOCATION OF CAMP**.

## **ICP “RALLY POINTS”**



ICP is generally set up in areas that will allow sufficient space for all resources to “**STAY IN PLACE**” in the event that the ICP is ever threatened by fire, flood, thunderstorms, other severe weather events, or man caused hazards. **However, in the event that a threat poses a hazard to the ICP**, personnel will be advised by the **Communications Unit** (Command and Logistics net, public address speaker system, word of mouth, etc.) to proceed to a pre-determined “**RALLY POINT**”.

- Unit leaders, or designates, will be responsible for personnel assigned to their respective function. This includes a head count at the designated “rally” point by each Section Chief following accountability of personnel.
- Once all personnel are accounted for, instructions will be provided directing personnel to stage at the rally point, return to or stay at the ICP, or evacuate to a different location.
- All ICP personnel will remain at the rally point until released by the IMT. To the extent possible, ICP personnel should group at the rally point by functional area to facilitate accountability.

**The Logistics Section Chief (LSC) will designate an “on-site” rally point for all ICP resources. The “ON-SITE” RALLY POINT for this incident will be the same location used for the morning operations briefing unless changed by the IMT.**

**The LSC will also designate an “off-site” rally point for all ICP resources. The “OFF-SITE” RALLY POINT for this incident will be **INSERT PHYSICAL LOCATION & DIRECTIONS**, unless changed by the IMT. This site should preferably be upwind of the ICP.**

## **GLOSSARY**

- **Threat:** Any internal or external hazard that endangers the health, safety, or ability of ICP personnel to perform their duties, e.g. burn-overs, micro-bursts, flooding, infectious diseases, HAZMAT spills, propane explosions, explosive treats, toxins, violent offenders, etc.
- **Rally point:** Pre-selected areas both on and off site where personnel can assemble to be briefed, share information, receive directions about necessary precautions to mitigate a threat, and/or be directed back to their work sites or an alternate safer location.
- **Evacuation Plan:** A pre-determined plan for temporarily or permanently evacuating some or all personnel from the ICP, due to the existence of an eminent or likely threat. Time constraints and a sense of urgency are characteristics of an evacuation. An evacuation will be treated as an “Incident within an Incident”, and the Operations Section Chief (OSC) will designate an on-scene Incident Commander, i.e. the “**Evacuation IC**”. The “**Evacuation IC**” reports directly to the OSC for the duration of the event.
- **Stay in Place Plan:** Depending on the nature and severity of the threat, and the ability of the IMT to mitigate risks to personnel from the threat, the IMT may deem that staying in place presents less risk to personnel than a whole scale evacuation. A Stay in Place action will be treated as an “Incident within an Incident”, and an on-scene Incident Commander will be designated by the OSC, i.e. a “**Stay in Place IC**”. The “**Stay in Place IC**” will report directly to the OSC for the duration of the event.
- **Relocation Plan:** A controlled, planned move of the ICP because of a potential future threat to the ICP, or to facilitate more effective incident management. A relocation of the ICP is typically orchestrated by the LSC, and lacks the sense of urgency typical of an evacuation. A relocation of the ICP will not be managed as an “Incident within an Incident”, unless requested by the LSC. .

**INSERT SIGNATURE**

Incident Commander

**INSERT DATE**

Date



Appendix A – ICP Evacuation Procedures  
Appendix B – ICP “Stay in Place” Procedures

**ICP EVACUATION PROCEDURES**

**GENERAL**

The procedures outlined below will be in effect after a review of fire activity or other threat adjacent to or within the ICP which poses an immediate threat to the ICP. Immediately upon determining that said threat poses a risk to personnel, the IC will activate this plan. The LSC will contact local agency law enforcement and/or local law enforcement as needed, to ensure their support and assistance with the evacuation.

**EVACUATION/RELOCATION AREA**

The relocation area for all personnel evacuated from the ICP/ Base Camp area will be pre-determined in the early stages of the incident by the LSC as part of the risk management process, and coordinated with the C&G Staff, local law enforcement, and host unit. **THE RELOCATION AREA FOR THIS INCIDENT IS INSERT DIRECTIONS AND LOCATION.** Travel will be by convoy and supervised by Ground Support.

**COMMAND STAFF**

- The Incident Commander IC) will:
  - Notify the Agency Administrator.
  - Coordinate information flow with the designated Agency Representative.
  - Oversee overall management of the incident.
- The (SOF) will:
  - Utilize the Risk Management Process (RMP) in conjunction with the OSC and "Evacuation IC" to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned.
  - Assist C&G with the evacuation.
  - Facilitate an "After Action Review".
- The PIO will:
  - After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

**ALL SECTION CHIEFS & UNIT LEADERS**

- Identify personnel needing to travel prior to planned evacuation and relay to Ground Support and coordinate with the SOF.
- Package and pack essential materials needed for uninterrupted service to the incident.
- Account for all personnel by functional group before and after arrival at the relocation area.

## **OPERATIONS**

- All Operations personnel will be self-sufficient during the evacuation effort. Personnel will remain mobile to meet the operational objectives, and to assist with the evacuation as needed. All personnel should be available to work without logistical support for two operational periods.
- An “Evacuation IC” will be designated by the OSC, and will supervise the evacuation and all suppression actions in and around the ICP. (S)he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The “Evacuation IC”, SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the evacuation.
- If the threat is a potential burn-over, the OSC, SOF, and “Evacuation IC” will determine if resources are adequate to protect part or the entire ICP infrastructure.
- The “Evacuation IC” will keep the OSC fully apprised of the status of the evacuation, and notify him/her when the evacuation is complete.

## **LOGISTICS SECTION**

Unit leaders have outlined procedures to continue service for firefighting efforts. The following is a synopsis by unit.

- **Medical**  
Maintain the ability to provide medical services to all personnel at the ICP and fireline.
- **Supply**  
Camp crews will use busses/vans identified for transportation to the relocation site. Crew leaders must be briefed in advance on protocols to ensure safe and efficient egress.
- **Food**  
MRE’s and water will be distributed or cached for operations and support personnel to ensure firefighting efforts continue for up to 48 hours without any logistical support.
- **Ground Support**  
Ground support personnel will aid personnel in need of transportation to the relocation facility. All ground support vehicles and drivers must be accounted for during and after evacuation and firefighting efforts.
- **Communications**  
Communications will remain intact during relocation. Communications personnel will maintain service during the incident from a fixed or mobile unit. **A tactical channel will be designated by the LSC as the “Evacuation Tactical Frequency”.** “Command” will be used as a back-up frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.

## **FINANCE**

- Items identified to remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

## **PLANS**

- Coordinate with Finance on removal of database.
- Coordinate with Ground Support on loading and removing documentation to designated area.

**ICP “STAY IN PLACE” PROCEDURES**

**GENERAL:**

- The OSC will advise the IC that fire activity does not pose an immediate or unmanageable threat to the ICP.
- The IC will activate the Stay in Place plan.
- A “Stay in Place IC” will be designated by the OSC, and will supervise all suppression and support actions in and around the ICP. (S)he will be responsible for briefing all ICP personnel (including contractor personnel) on the plan, and individual roles and responsibilities.
- The **“Stay in Place IC”** will ensure that appropriate and adequate internal and external ICP protection measures are in place. Mitigation measures may include thinning, caching of pumps and hoses, building fireline around the ICP, and/or partial evacuation of selected personnel and infrastructure from the ICP.
- All staff areas will provide assistance as needed to Logistics for protecting vital infrastructure in the ICP area.
- All fireline qualified personnel working in camp may be needed in a fire suppression role.
- Nomex, hardhats, and gloves (at a minimum) will be authorized by Logistics for distribution to all personnel in camp as soon as possible.
- **A Tactical channel will be designated by the LSC, as the “stay in place tactical frequency”.** “Command” will be used as a backup frequency, but every effort will be made not to overload Command, due to on-going fire suppression activities.
- All external announcements will be approved by the IC.
- Each Section Chief shall complete a personnel accountability report.
- All personnel will be in full PPE during the Stay in Place event.
- All Command and General Staff personnel will identify their tent location in sleeping areas to Logistics for emergency recall.

**COMMAND STAFF**

- |   |  |                     |
|---|--|---------------------|
| • |  | The IC will:        |
| • | Administrator.   | Notify the Agency   |
| • |  | Coordinate          |
| • | information flow with the designated Agency Representative.  |                     |
| • |  | Oversee overall     |
| • | management of the incident.  |                     |
| • |  | The (SOF) will:     |
| • |  | Utilize the Risk    |
| • | Management Process (RMP) in conjunction with the OSC and “Stay in Place IC” to evaluate the viability of the plan, and the potential impact on fire suppression activities in effect or planned. |                     |
| • |  | Assist C&G with the |
| • | Stay in Place event.   |                     |

- Facilitate an “After Action Review”.
- The Public Information Officer (PIO) will:
- After approval by the IC and in conjunction with the Agency Representative, prepare a public information release.

### **ALL SECTION CHIEFS & UNIT LEADERS**

- Maintain accountability of all personnel until the threat is declared over by the IC.

### **OPERATIONS**

- All Operations personnel will be self-sufficient during the Stay in Place effort. Personnel will remain mobile to meet the operational objectives, and to assist as needed. All personnel should be available to work without logistical support for two operational periods.
- The “Stay in Place IC”, SOF, and OSC will work together closely to determine what if any fire suppression activities may have to be modified or eliminated because of the Stay in Place event.
- The OSC and “Stay in Place IC” will determine what resources are needed to implement the Stay in Place plan.
- The “Stay in Place IC” will keep the OSC fully updated on the status of the event, and recommend to the OSC when it can be terminated.

### **LOGISTICS**

- Move tents and other portable equipment to a central location that will not impede ingress/egress of engines and other fire suppression equipment.
- Alert individuals during morning/evening briefings that it may be necessary to relocate tents before leaving ICP.
- Consolidate outlying facilities i.e. ground support, fueling, etc. in a designated area.
- Ensure basic functions such as ground support, medical, and the caterer are functional during episode.
- Designate personnel to protect or cover dumpsters, shower bladders, caterer infrastructure, etc. so that operations can continue during and following the Stay in Place event.
- Turn off air conditioning to buildings and remove propane heaters from yurts.
- Pre-position fire extinguishers near yurts, office tents and trailers.
- Move vehicles to a pre-determined area prior to the onset of the event. This includes leaving keys in vehicles during the Stay in Place scenario.
- Supply unit will consolidate flammables, LPG tanks, fusees, and other potential HAZMAT. Cover above mentioned materials with fire shelters or wrap, and clearly sign as such. Supply unit will contact Operations when mission is completed.
- Supply and Communications Units need to be capable of staying operational during a “Stay in Place” event.
- Ground Support will identify a vehicle and driver to assist Planning Section to carry sensitive documents, database, etc. to a designated area.

- Camp crews will fill a sufficient number of portable back pack pumps, and with direction from the “Stay in Place IC”, position pumps in strategic locations. Consider flagging these locations with readily identifiable color of flagging.
- Consider using sprinklers to cover some sensitive areas of camp, such as water storage bladders, caterer’s tents and general area, and the LPG storage area.

## **FINANCE**

- Identify items to potentially remove or relocate: This includes all pay documents, the financial database, computers, and other personal items.

## **PLANS**

- Coordinate with Finance on potential removal of database.
- Coordinate with Ground Support on potential loading and removal of documentation to designated area.